



[www.emmausfederation.co.uk](http://www.emmausfederation.co.uk)

Friday 23<sup>rd</sup> November 2018

Dear Parent/Carer,

I am writing to you regarding staffing changes that will be in place from January 2019.

Mrs Holgate, who has worked for the federation for almost three years, will be returning to part-time work with her supply agency. Mrs Holgate very kindly stepped-up to teach Tintern Class when we were not able to appoint a substantive teacher for the start of the new term. She has been an exceptional teacher and gives 100% to the children and to the staff team. The progress the children have made in Tintern Class is excellent and she has a very good relationship with everyone. We will miss Mrs Holgate dearly, and I know that she wants to stay in touch with us by coming in to listen to the children read and being our first port of call when we need supply cover. However, I know that Mrs Holgate is looking forward to returning back to part-time hours and spending more time with her family.

The full time position of class teacher in Tintern Class has been filled and we have appointed Mrs Lacey, who is really looking forward to starting with us and getting to know you all.

We have arranged an opportunity for you to meet Mrs Lacey on Friday 7<sup>th</sup> December and parents/carers are invited to join Mrs Lacey, Mrs Holgate, staff and the children of Tintern Class at 1:45 pm for a series of short learning activities before Celebration Assembly at 2:30 pm.

Please do not hesitate to get in touch with the school if you require any further information.

Yours sincerely,

Claire Collett  
Executive Headteacher

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Swineshead St Mary's Church of England Primary School, Abbey Road, Swineshead, Boston, Lincs,  
PE20 3EN Tel: 01205 820356

Sutterton Fourfields Church of England Primary School Park Avenue, Sutterton, Boston, Lincs,  
PE20 2JN Tel: 01205 460547

